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**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

May 4, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-42

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Update to OSUP Contacts for Offsets & Recoupments, Annual Leave Buy Back, and  
Annual Leave Paid in Error

**This memorandum supersedes the information previously reported in OSUP Memo #2012-02, regarding OSUP contacts for offsets and recoupments, annual leave buy back, and annual leave paid in error.**

Beginning April 16, 2012, the Office of State Uniform Payroll (OSUP) Garnishment Administration Unit resumed responsibility for creating all offsets and recoupments for the following types of overpaid wages:

WAGE TYPE	TEXT
0266	Recoup RegEarnings O/P
0286	Recoup SpecPay O/P
0296	Recoup TermPay O/P
0306	Recoup OT for O/P

Agencies must complete the following steps prior to notifying OSUP of the need to establish an offset and recoupment.

1. Make all Master and/or Time data corrections.
2. Identify the overpayment amount and type of wages. Refer to the archived ISIS HR bulletin board article "[New Differences Variant Also Available on ZY08](#)", issued 04/07/06, and [ISIS Memorandum #06-027](#), dated 02/10/06.
3. Determine the amount to be deducted each pay period and the number of periods to be deducted.

All requests for offset and recoupment processing must be submitted to OSUP in writing and can be faxed to (225) 219-4432 or sent via email to [\\_doa-osup-garn@la.gov](mailto:_doa-osup-garn@la.gov). These requests must include the following:

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1. the employee's name and personnel number,
2. the total overpayment amount,
3. the applicable type of wages (regular, special, term, and/or overtime) and the overpayment amount for each type, and
4. the amount to be repaid each period and the number of periods to have the overpayment deducted.

**Note: If a claim has already been generated on the employee as a result of an overpayment, an offset cannot be processed. The agency must contact the [LaGov HCM Help Desk](#) to clear the claim and set up the recoupment since different wage types must be used in this situation.**

Additionally, beginning April 16, 2012, the Office of State Uniform Payroll (OSUP) Garnishment Administration Unit resumed responsibility for creating recoupments for annual leave buy-back and annual leave paid in error.

Two separate and distinct situations can occur involving annual leave paid out that needs to be recovered:

- **Employee Returns to Work** – This situation involves employees who are paid annual leave at separation and are later reemployed, and the number of leave hours paid is greater than the hours of separation.
- **Employee is Paid Annual Leave in Error** – This situation occurs when an employee was paid annual leave in error (e.g., the losing agency was not aware that the employee was transferring and incorrectly paid out leave).

Agencies should use the attached procedures, "Annual Leave Buy Back" and "Annual Leave Paid in Error", when handling these types of overpayments. A flowchart summarizing each process is included in these procedures. **Note: The procedures were only changed to reflect the Garnishment Administration Unit handling this process rather than the Benefits and Financial Administration Unit.**

Questions regarding offsets and recoupments may be directed to a member of the OSUP Garnishment Administration Unit at [\\_DOA-OSUP-GARN@la.gov](mailto:_DOA-OSUP-GARN@la.gov) or (225) 342-5332:

Patrick Faulk  
Juanita Glover  
Myrtle Cain

Angela Woods  
Karondia Harold

APH:PSF/pbh

Attachment:

[Annual Leave Buy Back Procedures](#)  
[Annual Leave Paid in Error Procedures](#)